

PLANNING STAFF
WEEKLY REPORT FOR PERIOD ENDING 18 OCTOBER 1988

I. Progress Report on Tasks Assigned by the DCI/DDCI:

II. Items or Events of Major Interest that have Occurred During the Preceding Week:

A. PLANNING:

(1) The Planning Staff finalized arrangements for the OL Planning Conference on 18 and 19 October 1988. A list of all FY-89 Directorate- and Office-level objectives, projects, and studies as well as FY-91/92 initiatives was compiled and copies made for all attendees of the conference. A status report on all FY-88 objectives, etc., was also written, and Xerox copies and vugraphs were also made.

(2) The Planning Staff hand-carried to the Video Section/P&PG/OL a draft of the narrative to be used in preparing a video for the OL Quarterly on 3 and 4 November. Videos taken [redacted] on the Headquarters Compound were also delivered for possible use in the video.

(3) The Planning Staff hand-carried to the Design and Presentations Center/P&PG/OL suggested graphics to be made into slides for inclusion in the video to be prepared for the OL Quarterly on 3 and 4 November. Included were FY 88 statistics. Also included were three slides to be copied, a vugraph to be made into a slide, and eleven suggested slides to be made for the Procurement Executive and also included in the video.

(4) The Planning Staff prepared a memorandum for the signature of the Director of Logistics inviting all OL employees to attend the next OL Quarterly on either 3 or 4 November 1988 at the Headquarters Auditorium [redacted]. A copy of the agenda for the Quarterly was attached to the memorandum. [redacted]

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C. CLAIMS

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The Claims Review Officer, [] addressed the Travel Processing Branch (TPB) Staff Meeting on 14 October 1988 on the steps to take to process a claim after employees discover loss/damage to their HHE shipment or storage resulting from a PCS move. TPB employees were very interested, asked many questions, and appeared genuinely [] pleased with the presentation.

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III. Significant Events Anticipated During the Coming Week:

IV. Perspective of Staff Activity:

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